

DIRECTOR OF CENTRAL INTELLIGENCE  
SECURITY COMMITTEE

Date: 10 April 1984

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MEMORANDUM FOR THE CHAIRMAN, DCI SECURITY COMMITTEE

FROM: The Chairman, Security Awareness and Education Subcommittee

SUBJECT: Annual Report

1. Authority and Mission - The Security Awareness and Education Subcommittee (SAES) was established by the DCI Security Committee (SECOM) on 10 June 1982. Prior to its formation, a highly active Working Group operated under SECOM apparatus. It was, in fact, the success of the Working Group that led to the formation of the SAES. The SAES Charter is, in effect, our mission statement. A copy of the Charter is attached.

2. Chairman and Staff - The SAES Chairman and support staff are provided by NSA.

3. Subcommittee Members and Participants - During the past year, 14 government departments and agencies were represented on the Subcommittee. Members are as follows:

Maj. Richard P. Viau	USAF	
Lt. Ronald Gevry (Alternate)	USAF	
Mr. James D. Passarelli	ARMY	
	CIA	25X1
	DIA	
Ms. Nancy Barnes	DSI	
Mr. John Miller (Alternate)	DSI	
Mr. Stephen Slaughter	DOE	
Mr. Joseph Waggoner	FBI	
Ms. Marjorie L. Forrester	DOJ	
Ms. Patricia E. Kiley	NAVY	
	NSA	25X1
	NSA	
Ms. Rita Metro	OSAF	
Mr. Alan Golacinski	STATE	
Mr. Donald Stigers	STATE	
Mr. Joseph C. Ambrogio	TREASURY	
Mr. Dalton McIntosh	SECRET SERVICE	
	SECOM	25X1

4. Meetings - The Subcommittee meets monthly. Subcommittee task groups working on special projects meet in additional sessions as necessary to complete assigned tasks.

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## 5. Major Accomplishments For 1983:

a. Subcommittee Charter - During the early months of 1983 the Subcommittee concentrated on identifying the objectives and goals for which it existed. The Subcommittee concluded that there should be an official Charter formally defining its mission. In September work was completed on the development of the Charter and, on 14 September, it was submitted to and unanimously approved by the SECOM.

b. Survey of Security Awareness and Education Problems and Needs - In August and September 1983, all SAES members completed a detailed questionnaire in which they were asked to describe the security awareness/education programs of their department/agency, the mission, dedicated resources, the areas of responsibility (CONUS, CONTRACTOR, OVERSEAS, etc.) and the needs and problems they currently face. In October and November this information was analyzed and courses of action discussed. The objective was to identify Subcommittee projects which (1) had great urgency and (2) would do the most to strengthen the security posture of the Community. As a result three projects were undertaken. Each is described in para 6 below.

## 6. Work in Progress:

a. Summer Olympics Briefing - Many SAES members reflected during the Survey their concern about the 1984 Summer Olympics in Los Angeles, and the lack of data available to them to provide meaningful defensive security briefings. There was particular concern expressed for contractors and residents living and/or working in the Los Angeles area. As a result, a task group within the Subcommittee was appointed in November 1983 to research this issue and develop a defensive security briefing.

b. Catalog of Security Awareness Materials - The need for a central reference catalog, with current listings of security awareness materials, personnel, and instructions to contact or acquire same became apparent early in the survey. A second Subcommittee task group has been working on this project for several months. The group has now received submissions from most Subcommittee members and is in the process of assimilating all data into a draft catalog.

c. Security Awareness Seminar - The final project stemming from the Survey is the need for an intensive training seminar for "security educators". Again, with the unanimous approval of the SAES, and the endorsement and support of the SECOM, the Subcommittee is developing and executing plans for a Security Awareness Seminar which will be applicable for all security educators in the Intelligence Community. The minimum clearance required to attend the seminar will be SECRET and the guideline for the seminar agenda will be the DCI's Minimum Standards for Security Awareness in the U.S. Intelligence Community (SECOM D543).

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7. Current Year Work Plan - The defensive security briefing for the 1984 Summer Olympics will be completed and submitted to the SECOM in early April 1984. Much of the remainder of 1984 will be spent in planning, developing, and carrying out the remaining projects, the Catalog and the Seminar.

Additional issues scheduled to get priority attention during 1984 are (1) the continuing problem of "leaks" or unauthorized disclosures and (2) the updating and reissuance of SECOM D543 (the Minimum Standards for Security Awareness in the U.S. Intelligence Community) as a document applicable to all elements of the Intelligence Community.

8. Relevant Outside Activities - Although there are no major items to report here, it is significant to note that the Subcommittee has several permanent members representing organizations whose major activities are almost totally outside the SECOM/Intelligence Community structure. Through them the Subcommittee attempts to keep abreast of security awareness/education issues outside the SECOM structure and incorporate those which are relevant in Subcommittee plans and projects whenever appropriate.



Chairman, SAES

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Encl:  
a/s

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